

Documentation Requirements for Information Technology Investments

The level of documentation necessary to support an IT investment decision is directly related to the level at which the decision will be made.

Investment Category	Approval Authority	Investment Documentation Requirements (New)	Investment Documentation Requirements (Ongoing)
Department Major Systems Investments	EITIRB/ OCIO	<p><u>New Investment Proposal package to include:</u></p> <ul style="list-style-type: none"> • Responses to the 3 “Pesky” questions • Business Case • Business Process Reengineering activities and results • Requirements Definition and Analysis • Viability and Screening • Preliminary Return on Investment/Cost & Benefit Analysis showing hard & soft costs/benefits • Preliminary Project Management Plan and strategy with major milestones • Architectural Design Proposal • I V & V Plan • Risk Management Plan • Acquisition Plan • Security Plan <p>Additionally, ALL Major Systems Investments must be documented in I-TIPS to include a minimum of the following:</p> <ul style="list-style-type: none"> • Descriptive Information • Financial Information life-cycle costs, budget authority, life cycle budget and financing • Viability and Screening • Resource Library documents or links to supporting information • Fully developed Performance Measures linked with the GPRA Strategic Plan 	<ul style="list-style-type: none"> • Selection scoring, rating, and ranking of investments • Results from the Control phase of CPIC in terms of cost, schedule, and performance, or the Evaluate phase of CPIC in terms of post implementation reviews • Evaluation of the results and progress of Performance Measures • Chronology of management actions taken regarding the investment • Exhibit 300B <p>Additionally, ALL Major Systems Investments must be documented in I-TIPS to include the information in the New Investment column plus:</p> <ul style="list-style-type: none"> • Financial information such as acquisition and procurement • Updates to the relevant select, control, and evaluate sections of I-TIPS • Resource Library documents or links to supporting information

Investment Category	Approval Authority	Investment Documentation Requirements (New)	Investment Documentation Requirements (Ongoing)
Agency Major Systems Investments That are <u>Not</u> Department Major Systems	Agency IT Review Board	<p>To be determined by the Agency, at a minimum:</p> <ul style="list-style-type: none"> Document all Agency Major Systems Investments to the level necessary to produce the annual OMB Exhibit 42/53 	<p>To be determined by the Agency, at a minimum:</p> <ul style="list-style-type: none"> Update the relevant Select, Control, and Evaluate sections of I-TIPS to sufficient level of detail to support the management actions to continue, modify, or terminate the investment. Annual scoring or other evaluations should occur to substantiate these actions. Post support documentation in the resource library for the investment.
Other Agency Systems	Agency IT Review Board	<p>To be determined by the Agency</p> <ul style="list-style-type: none"> The Agency total IT investment costs must be included I-TIPS and documented to degree necessary to produce the annual OMB Exhibit 42/53 	<p>To be determined by the Agency</p> <ul style="list-style-type: none"> The Agency total IT investment costs must be included I-TIPS and documented to degree necessary to produce the annual OMB Exhibit 42/53